

# Zoom Best Practices for Presenters

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# Joining the Meeting

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- Prior to joining the webinar, have your PowerPoint presentation open on your desktop.
- Close all other windows, applications, browsers, etc.
- Make sure you are in a space where you can control noise and interruptions.
  - We recommend the use of a headset for best sound quality.
- Use the link that was sent to you in the meeting invitation – this is a link just for you as a presenter.

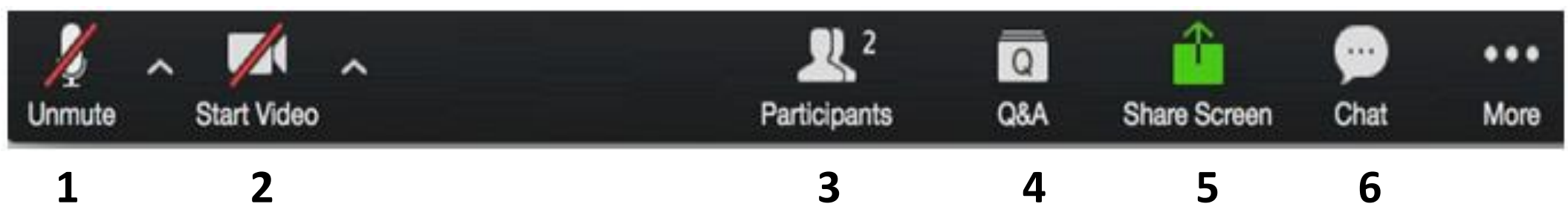
**NOTE: Links are unique to you, please click only on your name to access the meeting in order to avoid login challenges.**

[Panelist #1](#) | Company  
[Panelist #1](#) | Company

**Your join link will be in the meeting invite as shown above**

# Navigating Panelist Controls

1. **Mute/Unmute:** This allows you to mute and unmute your microphone.
2. **Start/Stop Video:** This allows you to start and stop your own video.
3. **Participants:** This opens the Participants window so you can see who is on the webinar
4. **Q&A:** This opens the Question and Answer window.
5. **Share Screen:** Click on this to start a screen share. You will be able to select the desktop or application you want to share.
6. **Chat:** Access the chat window to chat with the host, the other panelists, or all attendees.



## **IMPORTANT**

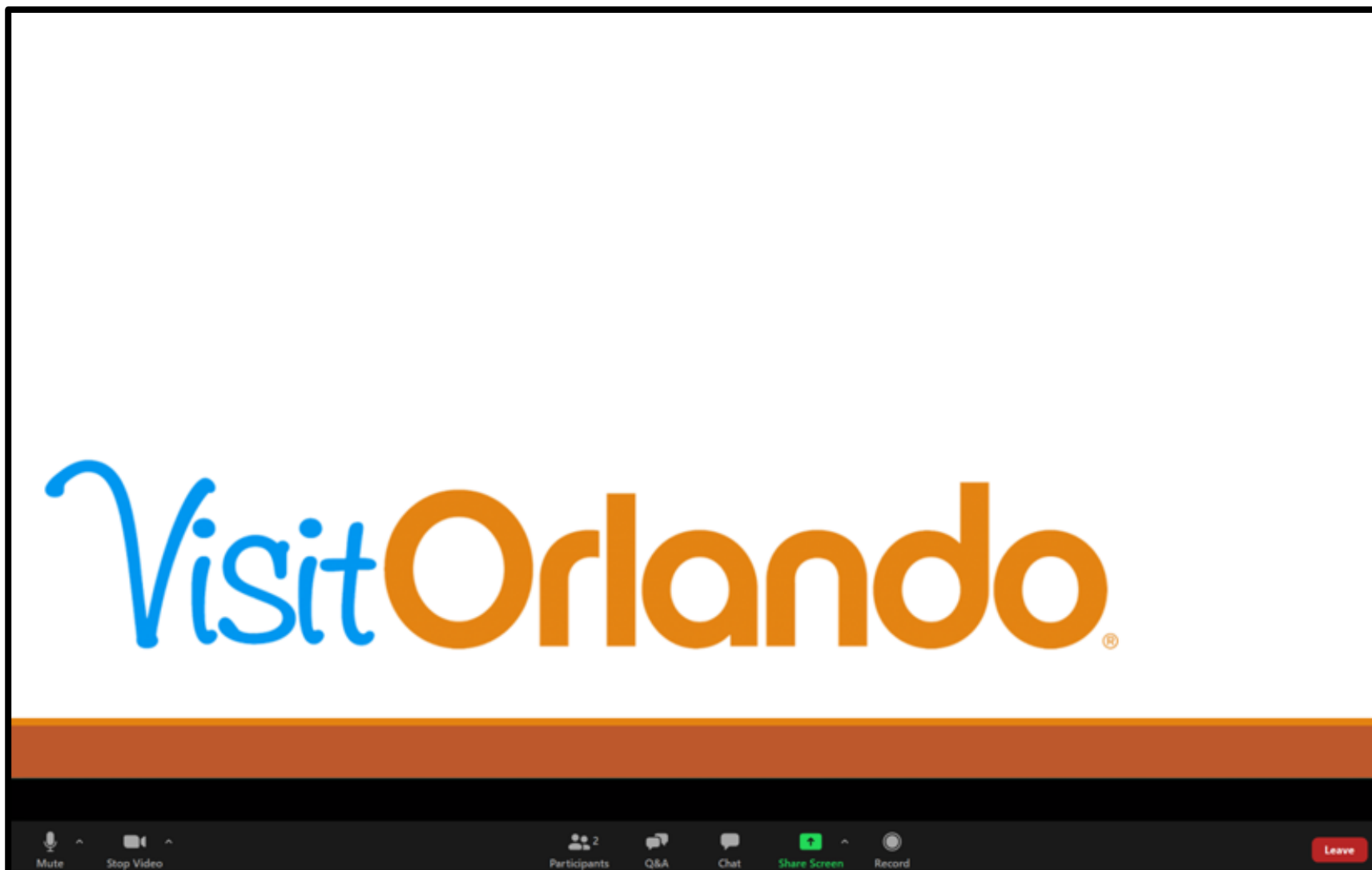
### **When NOT sharing screen:**

Panelist controls will appear **at the bottom** of your screen

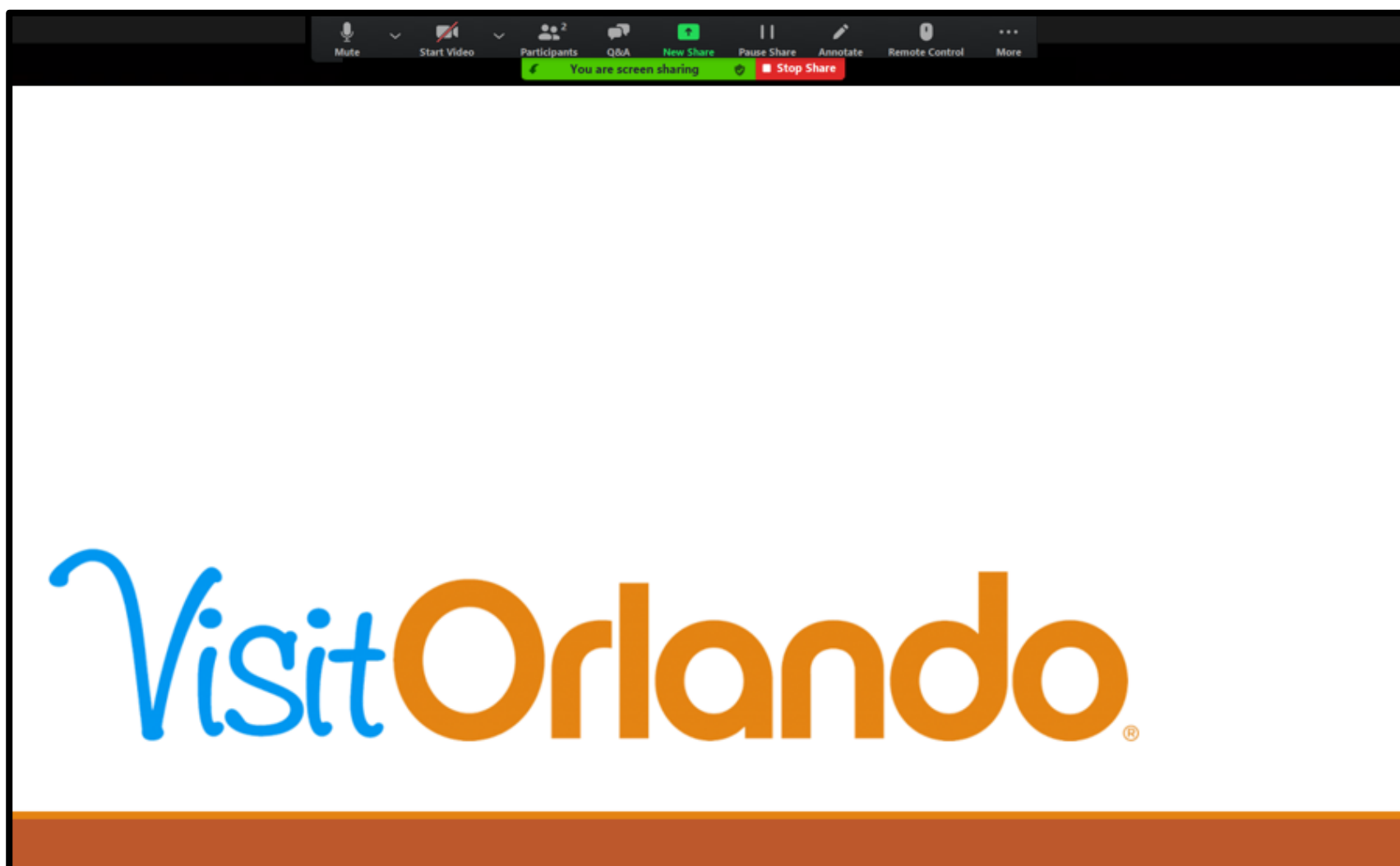
### **When screen sharing:**

Panelist controls will appear **at the top** of your screen

*Examples in next page*



Not sharing screen – presenter panel at bottom of screen



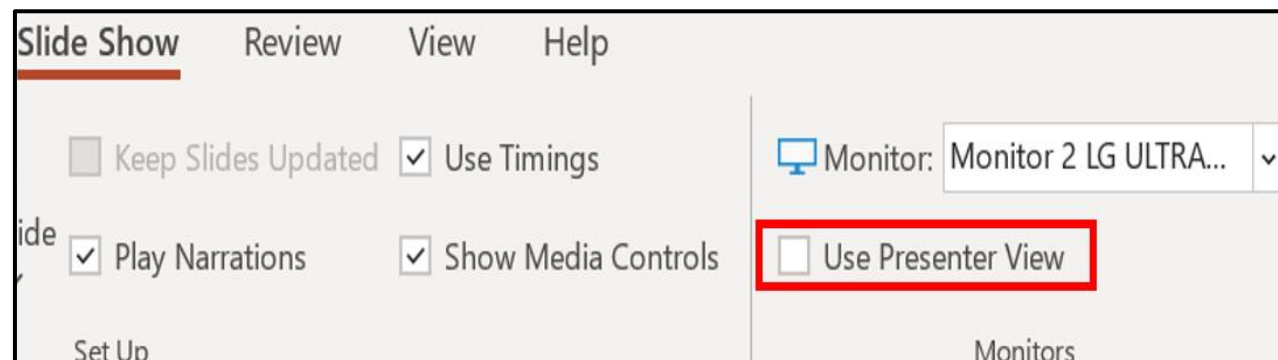
Sharing screen – presenter panel at top of screen



**IMPORTANT:** the controls will auto-hide and on the green “*you are screen sharing*” notice will show. You would need to ‘mouse-over’ the top of your screen for the control panel to show

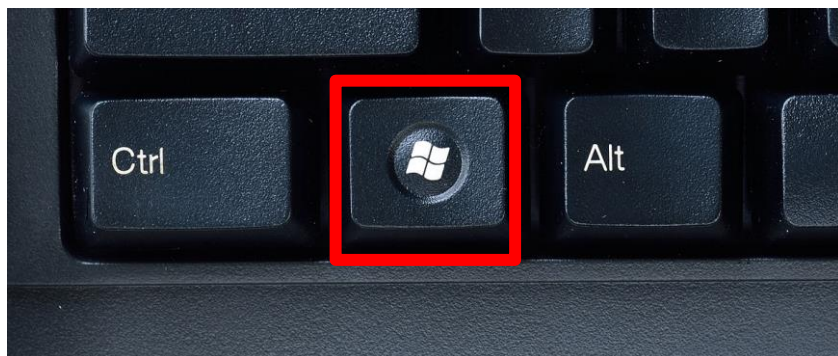
# Sharing Your Screen

- Make sure the 'presenter view' is unchecked in your PPT settings



- Launch your PPT to slide show mode

***If once launched your PPT takes over your screen and you no longer see the zoom app/task bar:***

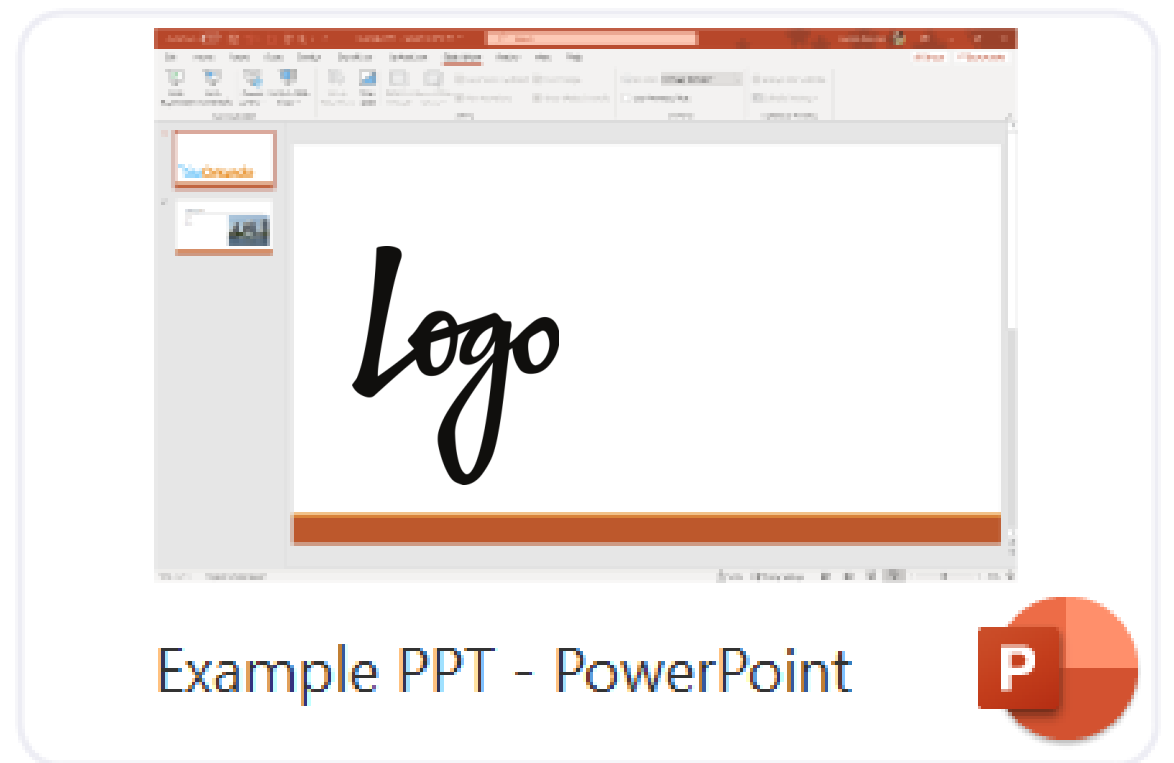


- Press windows start key on keyboard; this will bring up start menu/allow you to see your taskbar once again
- Click on the Share icon or use the shortcut ALT+S to bring up the screen share panel



- Select the PowerPoint presentation (**NOT** the “screen” option)  
This ensures only your presentation and nothing else that may be going on with your computer is shown.  
Your slide deck will then come up as your **main screen**.

**NOTE:** You will no longer be able to see yourself/other participants – this is normal



**To share the presentation already in slide show view,  
select the PPT Slide Show option.**